

Bob Client

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Email: email@email.com
SSN: 123-45-6789

VACANCY IDENTIFICATION NUMBER: PH385915
JOB TITLE AND GRADE: **Human Resource Generalist GS-9/11/12**

U.S. Citizen: Yes
Veterans Preference: Yes, 5 points
Federal Employee: No
Highest Grade Level and Dates: N/A

SUMMARY

Experience: More than 20 years experience in personnel and information management to include knowledge of policies and procedures, evaluation processes, employee counseling and reports management. Cross-trained in passport administration while serving as Personnel Actions Supervisor. Ability to research, question and obtain pertinent information to solve management and operations issues. Exceptional training and leadership skills with the ability to unify and guide large groups of personnel toward common goals. Expertise in managing several tasks simultaneously with few interruptions in the organizational flow of data or personnel.

Personnel Management: Processed 190 evaluations and more than 150 additional officer action reports with 100% accuracy and completeness. Maintained quality and increased operational efficiency of department in spite of 25% reduction in labor from predecessor. Assign duties and evaluate performance of subordinate recruiting personnel. Oversee the Personnel Management Division consisting of up to 3000 senior and junior personnel. Manage the officer evaluation system, the officer promotion system, and officer personnel actions.

Policies and Procedures: Processed and executed Personnel Service Center SIDPERS (Standard Installation Division Personnel System) level procedures and actions. Supported upper level management in personnel matters including duty assignments, promotions, training, discipline, awards, human relations and equal opportunity. Mentored and counseled personnel and officers regarding promotions and professional and personal development. Enforced compliance of operations personnel with administrative policies, procedures, safety rules and governmental regulations.

Evaluation and Interviewing Abilities: Planned, organized, coordinated and evaluated recruiting activities. Assigned duties and evaluated performance of subordinate recruiting personnel. Conducted inspections ensuring proper and efficient operation and management. Utilized and analyzed management data to evaluate subordinates' performance. Explain personnel policies, benefits and procedures, process, verify and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications. Interview applicants to obtain and verify information used for screening and evaluation purposes.

Oral and Written Communication: Write office SOPs and directives. Prepare in final form such materials as letters, forms, narrative and statistical reports, electronic messages, and memorandums assuring format, spelling, grammar and punctuation are correct. Prepared letters of sympathy to next of kin. Maintain continuous communication with branch and division senior personnel to increase awareness, updates and training. Effective written, oral communication and interpersonal skills, including excellent ability to determine project objectives, implement job accountability and efficiently utilize resources to accomplish identified goals.

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VACANCY IDENTIFICATION NUMBER: VBN3456
JOB TITLE AND GRADE: HUMAN RESOURCE GENERALIST GS-9-11-12

WORK EXPERIENCE

Human Resources Specialist

United States Army
Division, Parks RFTA
Dublin, CA 94568
USA

02/2004 - Present
Hours/week: 40
Salary: \$ 50,322.96 / Year
Supervisor: John Smith
Telephone: (xxx) xxx-xxxx
OK to Contact: Yes

Oversee the Personnel Management Division consisting of up to 3000 senior and junior personnel. Manage the officer evaluation system, the officer promotion system, officer personnel actions and Regional Level Application Software (RLAS) maintenance. Maintain continuous communication with branch and division senior personnel to increase awareness, updates and training. Serve as the focal point in the supervision of all personnel performing typing, general clerical and administrative duties. Manage the personnel readiness management system and serve as functional proponent of the leave and pass program. Supervise the line of duty investigation program, the officer and enlisted transfer and separation program, and the personnel aspects of the soldier readiness program. Supervise the processing of miscellaneous soldier generated personnel actions. and final form such materials as letters, forms, narrative and statistical reports, electronic messages, and memorandums assuring format, spelling, grammar and punctuation are correct. Refer to a variety of office procedures and use good judgment as to form and arrangement of material. Assemble final data product for review, signature, authentication or other disposition. Maintain office files, subjective and transitory, and publications library according to established functional file system. Knowledge of Human Resources concepts, principles and techniques.

Coordinate the maintenance, recording, preparation and reporting of data related to personnel information. Coordinate and maintain the entry of human resource data and the generation and distribution of related reports and information. Review department personnel forms for completeness, accuracy, timing, and conformity to budget and policy guidelines. Make recommendations and process forms as appropriate. Identify and research potentially inappropriate actions or requests to senior management regarding resolution or disposition.

Assist with the development of operational goals and objectives for designated major functional unit. Assist with improving processes within unit. Maintain and process records and statistical data. Analyze information, make recommendations and exercise judgment with sensitive and/or confidential information on human resource issues for designated major functional unit. Provide appropriate interpretations to policies, procedures and regulations. Assist manager monitoring compliance with state and federal policies and regulations.

Accomplishments:

Processed 190 evaluations and more than 150 additional officer action reports with 100% accuracy and completeness.
Viewed as subject matter expert and technical resource by superiors, peers and subordinates in officer management.

Senior Personnel Actions Sergeant

United States Army
Division, Parks RFTA
Dublin, CA 94568
USA

11/2001 - 01/2004
Hours/week: 40
Salary: \$ 43,710.12 / Year
Supervisor: H. Miles
Telephone: (xxx) xxx-xxxx
OK to Contact: Yes

Oversaw the Personnel Management Division consisting of up to 3000 senior and junior personnel. Participated in occupational classification and management of personnel resources and supervised personnel management of personnel resources and supervised personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning service members and their family members. Managed the officer evaluation system, the officer promotion system, officer personnel actions and Regional Level Application Software maintenance.

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WORK EXPERIENCE, Cont...

Prepared reports on strength levels and status of personnel. Evaluated personnel qualifications for special assignment. Prepared and processed requests for transfer or reassignment, centralized and decentralized promotions, reduction actions, and classification and reclassification actions. Prepared and maintained officer and enlisted personnel records and prepared and reviewed personnel casualty documents. Processed personnel for separation and retirement, applications for Officer Candidate School, warrant officer flight training, or other training, recommendations for awards and decorations, bars to reenlistment, suspension of favorable personnel actions and line of duty investigations.

Applied knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Explained personnel policies, benefits and procedures, process, verify and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications. Processed and review employment applications to evaluate qualifications and eligibility of applicants. Examined employee files to answer inquiries and provide information for personnel actions. Interviewed applicants to obtain and verify information used for screening and evaluation purposes.

Updated employee files to document personnel actions and to provide information for payroll and other uses. Examined employee files to answer inquiries and provided information to authorized persons. Compiled data from personnel records and prepared reports.

Accomplishments:

Received the highest rating on reading and listening in Spanish on the Defense Language Proficiency Test. In absence of incumbent, performed flawlessly as the Officer Branch Chief managing over 800 officers.

Tracked and processed evaluations cutting delinquency rate in half while maintaining 100% accuracy.

Trained one junior officer and one Major in successfully conducting a high visibility Officer Personnel Management System board for a target audience.

Processed 138 evaluations in eight months with a zero-percent error rate.

EDUCATION:

Bachelors Degree in Human Resource Management, University of Maryland 8/2005

High School: Main High School, Miami, FL
Type and year of degree(s) received: Diploma, 1982

OTHER QUALIFICATIONS:

Job-related training courses:

Academic:

02/1996 Trigonometry and Analytical Geometry, University of Maryland College

05/1995 Concepts of Modern Algebra, University of Maryland College

08/1995 Emergency Preparation, Lewis & Clark Community College

08/1995 Radiological Emergency Management, Lewis & Clark Community College

08/1995 Citizens Guide to Diagnostic Assessment, Lewis & Clark Community College

09/1994 Microsoft: Databases, University of Maryland College

07/1994 Microsoft: Hardware and Software, University of Maryland College

01/1994 Legal Aspects of Law Enforcement, Central Texas College

01/1994 Psychology of Emergencies, Central Texas College

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OTHER QUALIFICATIONS, Cont...

Military:

01/2003 Personnel Officer Course, The Army Institute for Professional Development
04/2001 Senior Personnel Services Sergeant Advance NCO Course, US Army Soldier Support Institute
09/1998 Army Recruiter Course, US Army Soldier Support Institute
07/1996 Supervisor Development Course, Army Institute for Professional Development
02/1997 Manager Development Course, Army Institute for Professional Development
04/1990 Personnel Service Center Basic NCO Course, US Army Soldier Support Institute
10/1986 Primary Leadership Development Course, US Army NCO Academy/Drill Sergeant School
11/1982 Personnel Records Specialist Course, US Army Training Center

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.):

Microsoft Office 2003: Word, Excel, Power Point
Typing Speed: 65 WPM

Job-related honors, awards, special accomplishments, and additional information:

06/2003 Good Conduct Medal (7th Award), US Army, Headquarters, 91st Division (Training Support)
01/2003 Global War on Terrorism Medal, US Army, Headquarters, 91st Division (Training Support)
01/2003 National Defense Service Medal (1 Bronze Star), US Army, Headquarters, 91st Division (Training Support)
10/2002 Army Achievement Medal, US Army, Headquarters, 91st Division (Training Support)
09/2001 Army Commendation Medal, US Army, Tampa Recruiting Battalion
04/2001 Gold Recruiter Badge with Two Sapphire Achievement Stars, US Army, Tampa Recruiting Battalion
10/2000 Army Superior Unit Award, US Army, Tampa Recruiting Battalion
05/1998 Defense Meritorious Service Medal, US Army, Headquarters, Allied Central Europe
01/1997 Joint Service Achievement Medal, US Army, Operations in the Former Yugoslavia
01/1997 Armed Forces Service Medal, US Army, Operations in the Former Yugoslavia
01/1997 Armed Forces Expeditionary Medal, US Army, Operations in the Former Yugoslavia
01/1997 North Atlantic Treaty Organization Medal, US Army, Operations in the Former Yugoslavia
07/1991 Army Commendation Medal, US Army, Walter Reed Army Medical Center
12/1990 Army Achievement Medal, US Army, Walter Reed Army Medical Center